

Task Order Identifier:

Title of Effort: JSC Center OCOMM

Ordering Type: Firm Fixed Price

Background:

This TO represents JSC Center OCOMM requirements.

Assumptions and Guidelines:

The total price of this task order is associated with the following subtasks as defined on the following pages.

Contractor will work with eMITS contractor to ensure all IT assets have security plans.

PWS Sections: 3.1.20 (d); 3.5.4; 4.2.2.5.1; 4.2.3.2; 4.2.3; 4.2.4

Task Description:

This Task Order is intended to cover all JSC OCOMM services for JSC which include Exhibitry operations, events, tours protocol and Guest ops. Additional serv ices may be added from JSC program offices.

Sub-Task 1, OCOMM: Exhibit Services

The Contractor shall provide the following exhibit services in support of the Office of Communications (OCOMM):

Artifact Management: The contractor shall conduct artifact inspection, storage, disposition, procurement, and maintenance routinely throughout the year and conform to guidelines in accordance with NPD 1387.1, NASA Exhibits Program and NPR 4310.1, Artifact Identification and Disposition. The contractor shall provide storage and preparation for eventual transfer of NASA artifacts and space hardware selected by the Smithsonian Institution, National Air & Space Museum for temporary loan and final disposition. The contractor shall arrange transportation via Center Operations Transportation or outside services. The contractor shall ship artifacts to assure no damage or loss in transit. The contractor shall report quantity and description of dispositioned items, along with notes on temporary and final loan locations within Salesforce, along with a link to the electronic files when applicable. The contractor shall inventory exhibit items. Historically, there have been approximately 3,500 items. Items are located in various locations, so virtual inventory is acceptable. The contractor shall record inspection findings against items within Salesforce. The contractor shall package, store, and box artifacts under the best available archival conditions. The contractor shall make artifacts readily retrievable. *The Government projects 52 items shipped per fiscal year. PWS 4.2.4*

Signage for OCOMM Communications: The contractor shall produce banners and other display signage such as roll-up graphics, directional signage and 2-dimensional content developed in support of events and activities for OCOMM. The contractor shall report quantity of signage products developed within Salesforce, along with a link to the electronic files when applicable. *The Government projects 15 products per fiscal year. PWS 4.2.3.2*

Materials for Exhibit Fabrication: The contractor shall purchase materials needed for the fabrication of exhibits. Examples of materials purchased in the past: wood, Lexan, etc. The contractor shall record the source for specialty materials utilized for exhibit fabrication within Salesforce.

Equipment for Exhibit Development: The contractor shall purchase and maintain equipment necessary for timely and safe construction/maintenance of exhibit items. Examples of equipment purchased in the past: saw blades, drill bits, safety goggles, etc. Source for specialty equipment utilized for exhibit fabrication recorded within Salesforce. PWS 4.2.3.2

New Exhibit Production: The contractor shall produce new exhibits in support of OCOMM requirements. The contractor shall keep current on trends in style, materials and design in exhibitry. The contractor shall conceptualize, design and produce new exhibits or updates to existing exhibits. The contractor shall provide concepts, drawings, layouts, research, procurement, coordination with other elements of the contract, along with fabrication and property management of new exhibits. The contractor's designs shall be innovative, and demonstrate current trends in style, materials and

creativity from industry. Work may involve meeting with clients, consultation in the development of new ideas, inspection of the environment, assessing existing resources, preparing cost estimates for the work, providing measurements and drawings, and fabrication and installation of exhibits. The contractor shall report quantity and description of new exhibits developed within Salesforce, along with a link to the electronic files when applicable. *Historically, there are 16 products per fiscal year.* PWS 4.2.3.2

Logistics for Local/National Events: The contractor shall provide logistics for local and national events in support of OCOMM requirements which require the development, coordination, logistics, and installation of exhibit elements. (1) Local Events are events that (a) require coordination, logistics and installation of Exhibitory to local events within a 30 mile radius of JSC (b) can be supported through the use of current inventory items and displays which do not require updates or modifications to support a specific task and are easily transportable and within the contractors current means and do not require specialized handling or complex coordination between all associated stakeholders to this event and (c) scope of work and duration does not exceed 3 days in length and not require more than 40 hours of accumulated time to coordinate, manage, prepare, transport, install, disassemble, inventory the returned items, and report on any one given task. (2) National Events are those events which are similar in definition and scope as those described as local events, but (a) exceed the 30 mile radius of JSC, (b) require specialized transportation or shipping of the display items to those remote locations, or (c) travel is required by the support staff and (d) scope of work and duration does not exceed 3 days in length and not require more than 80 hours of accumulated time to coordinate, manage, prepare, transport, travel, install, disassemble, inventory the returned items, and report on any one given task. The contractor shall report quantity and description of events, including title and short description, within Salesforce, along with milestones and a link to the electronic files when applicable. Contacts for host locations shall be associated with the UWI/products within Salesforce. The contractor shall report exhibit items associated with the presenters, venues, JSC personnel, and the event within Salesforce. The contractor shall report successful return of exhibit items within Salesforce. *The Government projects 9 events per fiscal year.*

Loans for Presenters: The contractor shall loan Exhibitory items to local presenters, venues, and JSC personnel through the V-Corp or Speakers Bureau program. Quantity of loans and successful return of exhibitry items shall be reported within Salesforce. *Historically, there are 144 loans per fiscal year.* 4.2.3

Museum/Institutional Loan Program: The contractor shall ship and receive requested Exhibitory items to remote locations via the JSC Loan Program. The requestor will pay any costs incurred with shipping of Exhibitory items. The contractor shall report quantity of loans for exhibitry items within Salesforce along with loan recipient, location, and successful return of the exhibitry item. *Historically, there 237 loans per fiscal year.* 4.2.3 PWS 3.5.4

Period of Performance:
03/01/23 – 9/30/24

Products:

The information below is based on historical actuals

Product(s)	Quantity	Delivery Frequency
Exhibits: Artifact Management : Shipments	40-60	Annually
Exhibits: Signage for OCOMM Communications	10-20	Annually
Exhibits: New Exhibit Production	14-18	Annually
Exhibits: Logistics for Local/National Events	7-12	Annually
Exhibits: Loans for Presenters	130-160	Annually
Exhibits: Museum/Institutional Loan Program	220-300	Annually

Applicable Documents (templates, Center/MD documents, etc.):

Document Number	Document Name	Rev.
017-IAM	DRD Government Property Management Plan	

Sub-Task 2, OCOMM: Protocol, Guest Ops, and Tours

Tours

The Contractor shall provide the following Protocol, Guest Ops, and Tour services in support of the Office of Communications (OCOMM):

Annual Escort/Docent Training: Coordinate and execute annual escort/docent training for individuals who serve in that capacity. Quantity of training sessions shall be reported within Salesforce, along with list of participants and links to supporting electronic files. *Historically, 1 training campaign per fiscal year. 4.2.11*

Media Tours Escorted Provide escorts for media groups through JSC facilities and share appropriate information with center visitors. Quantity of tours escorted shall be reported within Salesforce, along with descriptions of the groups and participants. *Historically, 24 tours escorted per fiscal year. 4.2.11*

Tours Escorted and Special Program Support Escort tour groups through JSC facilities and share appropriate information with center visitors in support of OCOMM requests/activities. The contractor shall also provide support of the Astronaut Office for Soyuz and commercial crew activities and any special ceremonies supporting OCOMM activities. Quantity of tours escorted shall be reported within Salesforce, along with descriptions of the groups and participants. Frequency: Up to 90 tours. PWS 4.2.11

Virtual Tour Support Provide support for web-based virtual tours for OCOMM activities. Virtual tour support may include JSC, NASA, and other facilities/activities supporting OCOMM functions. Quantity of tours completed shall be reported within Salesforce.

Tour Planning and Scheduling Provide JSC site tours by arranging facility access, coordinating with Center Ops Security and Building Managers and preparing the tour agenda. Assist in the coordination of Astronaut programs with logistics for special ceremonies in support of OCOMM activities. The Contractor shall coordinate needed subject matter experts and arrange transportation as required. Quantity of tours planned/scheduled shall be reported within Salesforce, along with descriptions of the groups, participants and any feedback. *Frequency: Up to 100 tours. PWS 4.2.11*

Period of Performance :

03/01/23 – 9/30/24

Products:

Product(s)	Quantity	Delivery Frequency
<u>Annual Escort/Docent Training</u>	1-2	Annually
<u>Media Tours Escorted</u>	20-30	Annually
<u>Tours Escorted and Special Program Support</u>	80-110	Annually
<u>Tour Planning and Scheduling</u>	100-120	Annually

Applicable Documents (templates, Center/MD documents, etc.):

Document Number	Document Name	Rev.